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September 21, 2009

Dear PROPERTY OWNER OR AGENT:

The State of South Carolina is seeking office space in Richland or Lexington County. Attached is a summary of requirements (proposal requirements and lease criteria). You are invited to submit a proposal to lease property to the agency which may meet the criteria. Please direct your responses and inquiries to DeLaine S. Duckworth.

All proposals must be received in the Real Property Services office on or before **5:00 PM, October 1, 2009, in duplicate**.

After the deadline, we will meet with the agency to review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property. The agency and Real Property Services will determine which proposals best suit the agency's needs, after which you will be notified.

To be eligible, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of Regulation 19-447.1000. If you have not done so and wish to respond with a proposal, please contact the leasing agent mentioned above.

Very Truly Yours,

Lisa H. Catalanotto
Program Manager/Attorney
Real Property Services

LHC/jlm
Attachments

REQUEST FOR OFFICE LEASE PROPOSAL

ISSUE DATE: SEPTEMBER 21, 2009
RETURN PROPOSALS TO: DELAINE DUCKWORTH
DIVISION OF GENERAL SERVICES
REAL PROPERTY SERVICES
1201 MAIN STREET, SUITE 420
COLUMBIA, SOUTH CAROLINA 29201
PHONE: (803) 737-0783 FAX: (803) 737-4965
E-MAIL: DDUCKWORTH@GS.SC.GOV

PROPOSAL DUE: OCTOBER 1, 2009 AT 5:00 PM

ALL PROPOSALS MUST BE IN WRITING AND SUBMITTED IN DUPLICATE. ALL PROPOSALS MUST SPECIFY FLOOR AREA IN USABLE AND RENTABLE SQUARE FEET, ANNUAL RENT, AND RATE PER RENTABLE SQUARE FOOT BASED ON BOMA STANDARDS.

LEASE CRITERIA

USABLE AREA (SF): 3,975 SF

NUMBER OF EMPLOYEES: NINE (9)

COUNTY: RICHLAND / LEXINGTON

PROPOSED USE: OFFICE AND TRAINING SPACE

PREFERRED LOCATION: WITHIN 20 MINUTES DRIVING DISTANCE FROM THE STATE HOUSE

TERM OF LEASE: FIVE (5) YEARS

EXPECTED
OCCUPANCY DATE: AS SOON AS POSSIBLE

PARKING
REQUIREMENTS: 8 EMPLOYEE SPACES AND 45 VISITOR SPACES. PARKING TO BE PAVED AND LIGHTED.

REQUIREMENTS: *STANDARD STATE LEASE MUST BE USED.
*PROPERTY MUST BE BARRIER FREE, HAZARD FREE AND SMOKE FREE.
*SPACE MUST BE PROVIDED MOVE IN READY. LANDLORD SHALL MAKE ALL
TENANT IMPROVEMENTS. LANDLORD MUST EITHER ABSORB THE
COST OF ALL TENANT IMPROVEMENTS OR PROPOSE A RATE THAT
INCLUDES THE COST OF ALL TENANT IMPROVEMENTS. PLEASE
SPECIFY. PROPOSALS THAT ONLY COVER A PORTION OF TENANT
IMPROVEMENT COSTS MAY BE CONSIDERED NON-RESPONSIVE.
* A COPY OF THE EXISTING FLOOR PLAN AND THE PROPOSED FLOOR PLAN
MUST BE SUBMITTED WITH THE PROPOSAL.
*LEASED SPACE MUST INCLUDE:
-1 PRIVATE DIRECTOR'S OFFICE
-4 PRIVATE OFFICES FOR PROFESSIONAL STAFF
-SHARED SPACE FOR 3 EMPLOYEES. SPACE MAY BE OPEN FOR
PLACEMENT OF A CUBICLE OR ONE PRIVATE OFFICE TO BE
SHARED.
-RECEPTION AREA
-CLASSROOM TO ACCOMMODATE UP TO 35 PEOPLE
-CONFERENCE ROOM TO ACCOMMODATE UP TO 12 PEOPLE
-SECURE FILE ROOM OF APPROXIMATELY 35 SQUARE FEET
-ROOM OR SPACE TO ACCOMMODATE SUPPLIES, PRINTED
MATERIALS/DOCUMENTS, PRINTER, FAX AND COPIER

-SEPARATE WORK AREA ROOM OR SPACE
-BREAK ROOM WITH SINK, REFRIGERATOR AND MICROWAVE OVEN
CAPABILITY
-COMPUTER SERVER ROOM WITH 24/7 HVAC

*PROPOSAL MUST BE FOR A GROSS LEASE TO INCLUDE ALL OPERATING
EXPENSES (UTILITIES, JANITORIAL SERVICES, GROUNDS
MAINTENANCE, BUILDING MAINTENANCE, REPAIRS, TAXES,
INSURANCE, AND ANY OTHER SERVICE NECESSARY TO MAINTAIN AND
OPERATE ALL BUILDING AND SITE IMPROVEMENTS).

*PROPOSAL MUST INCLUDE RATE PER SQUARE FOOT ALLOCATED FOR
OPERATING EXPENSES (USED TO COMPARE PROPOSALS).

**ADDITIONAL
INFORMATION:**

*PLEASE SPECIFY WHETHER OPERATING EXPENSES ARE INCLUDED FOR THE
TERM OR WHETHER SUCH EXPENSES ARE SUBJECT TO INCREASES AFTER THE
FIRST YEAR. IF PROPOSAL IS SUBMITTED WITH TENANT TO BE RESPONSIBLE
FOR INCREASES IN OPERATING EXPENSES BEGINNING WITH THE END OF THE
SECOND YEAR, TENANT'S RESPONSIBILITY FOR ANY INCREASES WILL BE
LIMITED TO A 3% CAP.

*PLEASE INDICATE THE TOTAL RENTABLE AREA OF THE BUILDING IN THE
PROPOSAL.

Note: No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. The Division of General Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. Any party participating in this solicitation process is prohibited from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to the Division of General Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted upfront.